



September 14, 2004

OKLAHOMA BULLETIN NO. OK330-4-11**SUBJECT: MGT – Race, Sex, National Origin, and Disability Information Needed in SCIMS to Obtain Accurate Parity Reports**

Purpose: To provide additional guidance on entering and updating information on race, sex, ethnicity, and disability (RSNOD) in the SCIMS database to obtain accurate parity reports.

Expiration Date: September 30, 2004

ACTION REQUIRED BY: September 30, 2004

Parity reports are currently available in the ProTracts system and are being pulled by management to address Civil Rights and equity of servicing issues. It is imperative that all offices review their reports and update the SCIMS information to ensure the accuracy of the parity reports. The race, sex, national origin, and disability (RSNOD) information in SCIMS, for EQIP and WHIP program participants, needs to be corrected/updated immediately, (no later than September 30, 2004).

Parity reports are not currently available in PRS, but will be available in fiscal year 2005. The RSNOD information on all customers needs to be updated as the agency transitions to Toolkit 2004 and PRS reports next fiscal year. SCIMS data needs to be reviewed for each client provided technical assistance during the fiscal year, and if needed, corrections made to the data after coordination with the Farm Services Agency (FSA).

Attachments to this bulletin include guidance on obtaining the parity reports in ProTracts, guidance on obtaining the listings of SCIMS customers tied to applications and contracts in ProTracts, and guidance on updating the RSNOD information in the SCIMS record for each customer. The instructions are to be reviewed thoroughly and followed closely when updating SCIMS information. Only those users who have had SCIMS training and have access to the system will be able to update SCIMS records. These users should consult with FSA prior to changing any existing data in a SCIMS customer record. NRCS will not change data previously entered by FSA without consultation and concurrence with the FSA office. Data changes in SCIMS will be made with the utmost care and accuracy.

Any questions on parity reports from ProTracts and PRS, should be directed to the appropriate ASTC(FO). Any questions on the guidance provided in this bulletin for updating SCIMS information, should be directed to Suzanne Collier at 405.742.1234 or at Suzanne.Collier@ok.usda.gov.

/s/ John Glover acting for

M. DARREL DOMINICK
State Conservationist

Attachment

DIST:AE